

EDITED TASK LISTING

CLASS: CORRECTIONAL OFFICER

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Inventory and take custody of inmate's property, clothing and/or money
2.	Issue clothing, bedding, supplies to inmates (e.g., special housing units, new arrivals, etc.)
3.	Prepare forms, cards, jackets necessary to initiate inmate's facility record (e.g., communications center status card, file card, bed card, central file)
4.	Verify identity of inmates
5.	Close out inmate records including time cards
6.	Update roster of current inmates (status sheets, etc.)
7.	Escort inmates individually to and from locations within facility (for example, to classrooms, work details, infirmary, visiting or lockup room to assigned living unit)
8.	Escort inmates in groups to and from locations within facility (for example, to classrooms, work details, infirmary, visiting or lockup room to assigned living unit)
9.	Search transportation vehicles (weapons, contraband, narcotics)
10.	Verify inmate's identity before escorting or transporting
11.	Transport inmates individually to and from locations outside the facility (for example, to other facilities, hospitals, courts, airports, bus stations, jobs)
12.	Transport equipment and/or evidence
13.	Supervise inmates outside institution/camp (for example, in hospitals, at funerals, at court)
14.	Conduct vehicle safety check/inspection prior to transporting inmates
15.	Handle Code 3 with red lights and siren on public roads
16.	Write a report containing short paragraphs
17.	Write a report documenting a sequence of events
18.	Write evidence reports
19.	Write "Use of Force" reports
20.	Complete report forms for all contraband finds
21.	Prepare correspondence, inter-departmental memos and other administrative paperwork not specifically related to inmates
22.	Maintain inventory of security equipment
23.	Update inmate's program index cards on bed cards with information affecting their daily schedules or program status

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24.	Log inmate movement in and out of living unit, institution/camp (for example, transfers, school/trades, work details, work furloughs)
25.	Record relevant activities and incidents occurring during shift in daily journal or log
26.	Fill out requisition/order forms for institution/camp supplies
27.	Fill out requisitions for repairs or work requests
28.	Write special incident reports
29.	Write administrative behavior reports (128a/129b)
30.	Write serious behavior reports (115)
31.	Distribute call-out slips and special passes (e.g., movement passes, ducats, etc.)
32.	Issue, inventory or receive supplies or equipment
33.	Record inmate's work times Report or record inmate complaints, grievances, or injuries
34.	Prepare inmate progress or performance reports
35.	Prepare count slips for all types of counts
36.	Call in and clear count with control
37.	Review inmate case reports, history, or records (central file)
38.	Process inmates leaving the security area to recreation areas or job assignments using picture cards and/or gate passes for identification and accountability
39.	Act as investigative employee for inmate on serious 115
40.	Use inmate daily movement sheets (GP or lock-up)
41.	Admit/release and supervise visitors, including attorneys, ministers and inmates' visitors
42.	Monitor movement of vehicles and pedestrians within the facility or in the immediate area
43.	Screen, search and admit visitors, volunteers, citizen participants
44.	Take inmate counts and verify against roster, log, or computer-listed numbers
45.	Lock and unlock rooms/living units and other gates/doors within facility
46.	Check to see if each inmate is in his/her proper place; account for location and status of inmates
47.	Conduct thorough search of living units and their contents

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48.	Check/search areas accessible to inmates (e.g., dayrooms, kitchen, library, school/trades, visiting rooms, dining hall, recreation areas) for contraband, weapons, or other evidence of unauthorized or illegal activities
49.	Conduct clothed and unclothed body searches
50.	Patrol areas within facility other than living unit (e.g., school/trades area, chapel)
51.	Conduct outside/perimeter checks or perform outside/perimeter patrol duty (e.g., fence checks)
52.	Account for facility keys (e.g., count keys, verify against key log)
53.	Identify, seize, preserve and dispose of contraband
54.	Identify, seize, preserve and/or dispose of evidence
55.	Isolate and preserve crime scenes
56.	Move restrained resistant inmates to his/her room or other place of detention individually
57.	Move resistant inmates to their room or other place of detention with assistance
58.	Identify potential riot situations
59.	Make sure vehicle is secure
60.	Participate in controlling riot activities
61.	Maintain visual surveillance of institutional grounds from observation tower (or central security area)
62.	Locate inmates not appearing at their scheduled classes, appointments or activities
63.	Deliver Miranda Rights warning
64.	Detain inmates who commit crimes in the facility
65.	Assist in search for missing/escaped inmates, inside or outside the facility
66.	Monitor inmates while they are confined in the institutional infirmary or hospital
67.	Operate and control lighting and power for individual cells, dormitories and complete living units
68.	Report or record the condition or security of perimeter structures, weapons or equipment
69.	Maintain security of inmate time cards and work performance reports
70.	Prevent unauthorized inmate communications
71.	Report or record sabotage penetrations, escapes, pilferage or security violations
72.	Conduct physical or sanitation inspections (such as for physical condition or cleanliness of cell or food service areas)
73.	Forward mail for transferred or released inmates

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74.	Watch for indicators of potential suicide
75.	Resolve conflict between inmates verbally
76.	Confiscate inmate possessions considered contraband on your own authority
77.	Patrol areas, corridors and other security areas inside the facility and observe inmate behavior
78.	Establish informants if permitted by institution
79.	Consult with MTA regarding medication in inmate's possession
80.	Make suggestions regarding changes in policies, procedures, or rules
81.	Assist in preparing or updating standard operating procedures or plans, post orders or position descriptions
82.	Recognize and respond to the special problems of the disabled inmate
83.	Provide for shower periods and conduct individual shower periods for inmates
84.	Sweep and mop the floors of lock-up housing units and of the mainline housing units when conditions warrant, such as major lockdown
85.	Supervise inmates working in institution/camp areas, including living units (e.g., sweeping, cleaning, removing trash, working in kitchen, doing laundry)
86.	Instruct/train inmates in safe use of tools and equipment and in learning work-related skills
87.	Supervise feeding of inmates in rooms and/or in food service area (verifying tray and/or silverware counts)
88.	Wake up inmates
89.	Supervise inmates in exercise or recreation room or yard
90.	Select inmates to be designated as aides/helpers
91.	Search, read and log inmate's non-legal mail
92.	Distribute and/or collect inmates' mail
93.	Break up "horseplay"/"sexplay"
94.	Gather information from inmates about conflicts or personal problems
95.	Confront inmates violating rule and exhibiting inappropriate behavior
96.	Conduct on-the-spot (e.g., crisis intervention) counseling with inmates
97.	Issue, collect or exchange inmate uniforms, linen, or bedding
98.	Pick up or distribute household items to inmates (such as health or comfort supplies or canteen or money draw slips)

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99.	Advise inmates on institutional regulations, services sources of information
100.	Supervise inmate workers at their job assignments within the institution security area (i.e., trash removal, culinary workers, laundry, painting, etc.)
101.	Supervise all inmate activities in the housing unit including TV watching and game playing
102.	Monitor and initiate inmate cell moves into and out of the housing unit
103.	Supervise the cleaning of living units by inmates
104.	Observe inmates for indications of symptoms of alcohol or drug abuse
105.	Observe inmates suffering from alcohol or drug withdrawal/act accordingly
106.	Observe inmates who may be suffering from mental or emotional disorders to maintain facility and personal security
107.	Recognize homosexual behavior
108.	Recognize behavioral characteristics of a violent offender
109.	Develop and substantiate recommendations concerning inmates' emotional well-being
110.	Apply "progressive discipline" (type of discipline based on offense)
111.	Inspect food items or supplies (such as for package seals or storage conditions)
112.	Investigate injuries to inmates
113.	Inspect housing areas for excessive combustible materials
114.	Inspect fire exit doors for proper operation
115.	Prepare, check and issue inmate passes
116.	Maintain current bed and bed designations of each inmate assigned to the housing unit
117.	Maintain current "picture card" file, including current job assignment of each inmate in the housing unit
118.	Release inmates from the housing units during major activities such as meals, yard, education, passes, ducats, etc.
119.	Utilize inmate daily movement sheet
120.	Brief oncoming shift for information exchange
121.	Verbally request repair services (regular, not emergency)
122.	Call communication/control center to inform them of inmate movement (e.g., inmate issued pass to see MTA)
123.	Answer incoming phone calls, route calls or take messages

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124.	Respond to, dispatch or request help in emergencies or disturbances within the facility
125.	Interview or otherwise gather information from inmates concerning conflicts or potential disruptive situations
126.	Make appropriate referrals for inmates with unresolved problems to the counseling staff
127.	Report to program staff and/or supervisors any information received concerning possible crisis situations
128.	Conduct communications checks (such as with designated posts or radio nets)
129.	Investigate disciplinary problems or reports and follow due process for both serious and routine problems
130.	Notify inmates to prepare for visitors, court, lawyer, etc.
131.	Give verbal directions to inmates
132.	Give verbal instructions to other officers
133.	Pursue inmates on foot (running)
134.	Walk or stand for long periods of time
135.	Run to the scene of a disturbance or emergency
136.	Operate difficult-to-operate gates, doors or locks manually (e.g., when electronic or mechanical mechanisms fail)
137.	Physically subdue or restrain a violent inmate with the help of another staff member
138.	As a last resort, attempt to physically subdue or restrain a violent inmate by yourself until help arrives
139.	Physically separate two fighting inmates with the help of other staff members
140.	Verbally attempt to separate two fighting inmates by yourself
141.	Defend yourself against an inmate armed with a weapon; disarm and subdue inmate
142.	Search areas for contraband that are not easily accessible (e.g., beds, in, behind, and around large equipment, vehicles)
143.	Carry heavy objects (e.g., disabled or unconscious inmate or piece of equipment)
144.	Lift and/or drag heavy objects (e.g., disabled or unconscious inmate or piece of equipment)
145.	Push hard-to-move objects by hand (e.g., piece of equipment)

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146.	Pull yourself up over obstacles (e.g., walls, fences)
147.	Jump over obstacles
148.	Use body force to gain entrance through barriers (e.g., locked doors/gates)
149.	Climb up to elevated surfaces (e.g., roof, stairwells)
150.	Balance yourself on uneven or narrow surfaces
151.	Crawl in confined area (e.g., attics/crawl spaces)
152.	Listen for unusual sounds that may indicate illegal activity or disturbances (e.g., whispering, scuffling, sudden quiet or change in noise level, horn honking, rattling of chain link fence, etc.)
153.	Watch for indications of illegal activity or disturbance in relative darkness (e.g., visually check inmates in relatively dark room or dorm, perceive a flash or car lights or movement outside at night)
154.	Watch for indications of illegal activity or disturbance in normal lighting (e.g., inside facility while lights are on or outside facility during daylight hours)
155.	Climb straight up as on a truck or building
156.	Distribute or remove inmate food trays
157.	Load or unload supplies, materials or equipment
158.	Apply restraints
159.	Place inmates in or remove inmates from cells
160.	Physically prevent escape attempts
161.	Run up and down stairs
162.	Use weaponless defense tactics
163.	Tackle fleeing inmate
164.	Fire weapon in combat situation
165.	Grip persons tightly with hand to prevent their escape
166.	Perform duties while wearing heavy equipment (e.g., air pack)
167.	Help carry people on a stretcher
168.	Activate alarm system to alert all staff in case of an emergency (e.g., assault, fire)
169.	Evacuate inmates from area or facility during an emergency
170.	Conduct fire drills
171.	Apply CPR
172.	Apply first aid to a broken bone

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173.	Stop bleeding from an open wound
174.	Apply first aid for an eye injury
175.	Recognize and treat shock
176.	Prevent an epileptic inmate from damaging self during seizure
177.	Apply first aid after use of chemical agents
178.	Identify and observe group agitators
179.	Confront and control hostile groups
180.	Direct actions of officer(s) arriving to assist in emergency situations
181.	Take emergency steps to prevent inmate suicide
182.	Participate in facility lockdown
183.	Escort emergency vehicles in the facility
184.	Notify supervisors of potential emergencies or hazards
185.	Conduct and/or participate in disaster drills
186.	Use chemical agents to quell disturbances/riots
187.	Prepare stab victim for moving
188.	Attend staff meetings or confer with supervisors concerning facility operations/functioning
189.	Read daily journal/log
190.	Read facility rules, procedures, regulations, post orders and other formal written materials relevant to job performance
191.	Obtain regular or emergency medical or dental assistance for inmates
192.	Appear in a court and testify if required
193.	Obtain and secure urine samples